



CITY OF ALLENTOWN

No. 41

RESOLUTION

R - 2023

Introduced by the Administration on February 15, 2023

Authorization for Contract with Ross Body & Frame Works, Inc. d/b/a A-1 Towing Service for a total estimated sum of \$10,000.00 per contract year to provide towing services for City Fleet vehicles to the City of Allentown. The City of Allentown currently operates a fleet of 620 vehicles and equipment. The fleet consists of sedans, trucks, street sweepers, fire trucks, heavy construction equipment, tractors, police cruisers, aerial lifts, scooters, turf mowers, sewer trucks, motorcycles, snow removal equipment, etc. This project was competitively bid, one (1) response was received.; the contract is for one (1) year, upon written consent the contract term may be extended for up to four (4) additional one (1) year terms.

Resolved by the Council of the City of Allentown, That

WHEREAS, Article 130.16 of the City's Administrative Code requires City Council approval by Resolution for the award of contracts or engagement of professional services.

WHEREAS, it is the desire of the City of Allentown to enter into an agreement with the aforementioned Contractor, for the use and purpose indicated in supporting the Recommendation of Award of Bid:

1. Name of Contractor/Consultant: Ross Body & Frame Works, Inc.
2. Project or Contract Reference: BID No. 2022-50 – Garage Towing Services
3. Description of Service(s): The Contractor shall provide towing services for City Fleet vehicles to the City of Allentown. The City of Allentown currently operates a fleet of 620 vehicles and equipment. The fleet consists of sedans, trucks, street sweepers, fire trucks, heavy construction equipment, tractors, police cruisers, aerial lifts, scooters, turf mowers, sewer trucks, motorcycles, snow removal equipment, etc.

NOW, THEREFORE, BE IT RESOLVED, on this the 15th day of February, 2023, that the Council of the City of Allentown, hereby authorizes the Mayor and/or such other City officials as deemed appropriate by the City Solicitor, to sign and execute a Contract or Amendment and such other agreements and documents as are deemed by the City Solicitor to be necessary and/or related thereto, with the above named contractor/consultant, for the project identified.

SUBJECT: Request for Contract Award and Approval by City Council Pursuant to City Ordinance, Article 130.16

Project or Contract Reference: Bid No. 2022-50 Garage Towing Services

TO: City Council, City Clerk, and Council Solicitor

FROM: Mark Shahda, Department Head

DATE: February 3, 2023

Pursuant to City Ordinances, Article 130.16, this Recommendation of Award is before City Council for its approval and award of the contract.

- Check Type of Contract or Change:

X The contract was required to be competitively bid under the City Code. We have advertised the above referenced project and received qualified bids/proposals. We recommend award of the contract to the bidder/proposer identified and for the reasons stated below.

The contract is for over \$40,000 and required to be competitively bid under the City Code. We have advertised the above referenced project and received qualified bids/proposals.

The engagement of professional services. We have received and reviewed a proposal or proposals for professional services in connection with above referenced project or requirement for professional services.

- The contract appropriation or price increase **is** included in this year's budget
- List the Vendor's name, address and proposed sum, of any and all **alternate** quotes/received, if any.

N/A

- List the name and address of the **recommended** Contractor/Vendor, include the following:

Ross Body & Frame Works, Inc. DBA: A-1 Towing Service: 1046 N Gilmore St, Allentown, PA 18109

Contract Consideration: \$10,000.00
Funding Source: 000-03-0704-0001-46

- Description of project or scope of services to be provided:

On December 22, 2022, the City advertised a solicitation for City Fleet Towing Services, the intention of this Invitation to Bid is to secure vendors to provide towing services for City Fleet vehicles to the City of

Allentown. The City of Allentown currently operates a fleet of 620 vehicles and equipment. The fleet consists of sedans, trucks, street sweepers, fire trucks, heavy construction equipment, tractors, police cruisers, aerial lifts, scooters, turf mowers, sewer trucks, motorcycles, snow removal equipment, etc. The Contract term shall commence upon full execution and shall cease one (1) year thereafter. Upon written notification, this contract can be extended for an additional four (4) one (1) year terms beyond the contract expiration period. On January 23, 2023, there was a public opening held, one (1) bid was received. Upon review of the bid it was determined that Ross Body & Frame Works was the only bid and therefore at this time the City is recommending award to Ross Body & Frame Works.

- Contract Term:

The Contract term shall commence upon full execution and shall cease one (1) year thereafter.

- List any renewal term options and duration of each renewal, if any:

Upon written notification, this contract can be extended for an additional four (4) one (1) year terms beyond the contract expiration period.

- Maximum dollar value of all renewals provided for beyond the original term as if all renewals were exercised:

An estimated sum of \$10,000.00 per renewal term.

A vote of final approval is requested of the members of Council and by passing the accompanying resolution, this Contract will be deemed approved and awarded.

By: Mark Shahda, Department Head

Copies To: Mayor
Director of Finance
Purchasing
Controller

Attachment: proposed resolution